

3-2-1977

## CWU Faculty Senate Minutes - 03/02/1977

Esther Peterson

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MINUTES: Regular Senate Meeting, 2 March 1977  
Presiding Officer: Helmi Habib, Chairman  
Recording Secretary: Esther Peterson

The meeting was called to order at 3:15 p.m.

#### ROLL CALL

Senators Present: All Senators or their alternates were present except George Fadenrecht, Frank Carlson and John Utzinger.

Visitors Present: Louis Bovos, Jerry Jones, James Brennan, Don Caughey, Bill Floyd and Bill Newschwander.

#### AGENDA CHANGES AND APPROVAL

The chairman suggested the following changes:

1. Under "Communications" add  
A. Letter from Jimmie Applegate

#### APPROVAL OF MINUTES

The minutes of February 16, 1977 were approved as distributed.

#### COMMUNICATIONS

The following communication was received:

- A. Letter from Jimmie Applegate, dated March 1, in response to a letter from Chairman Habib to President Brooks stating that he believes that Central is in need of an intensive campaign to inform the public of academic programs offered at Central. Mr. Applegate agrees that the problem is a real one, and that each person is the best person to "tell our story." He says that he is willing to do what he can to work with the Senate chairman, the Executive Committee and with the Faculty Senate to increase on-campus enrollment. He suggests that perhaps his office can serve as a clearing house for college relation ideas, and encourages anyone with ideas regarding college relations to let him know their ideas. He believes that there will be a direct correlation between the number of ideas generated and the effectiveness of the college relations program.

#### CURRICULUM PROPOSALS

- A. Undergraduate Curriculum Committee Proposals, page 459.

MOTION NO. 1574: Mr. Street moved, seconded by Ms. Osborn, to approve the Undergraduate Curriculum Committee proposals on page 459.

Mr. Gulezian objected to Law and Justice Course Addition 256. Police Personnel Administration, 5 credits, being adopted, stating that the Business and Economics Department had sent a letter to the Undergraduate Curriculum Committee stating its objection to the course since it is a duplication and overlap of other courses on campus, and it was approved anyway.

MOTION NO. 1575: Mr. Gulezian moved, seconded by Mr. Envick, to amend the main motion by deleting LAJ 256.

There was considerable discussion on the amendment.

MOTION NO. 1576: Mr. McQuarrie moved for the previous question. Seconded by Mr. Keith. Passed by a 2/3 majority vote of 23 Aye, 5 Nay and no abstentions.

Motion No. 1575 voted on and failed by a hand vote of 7 Aye, 20 Nay.

Discussion resumed on the main motion.

MOTION NO. 1577: Mr. McQuarrie moved for the previous question. Seconded by Mr. Keith. Passed by a 2/3 majority vote of 28 Aye, 4 Nay.

Motion No. 1574 voted on and passed by a majority voice vote. Mr. Gulezian and Mr. Franz vote Nay. There was one abstention.

B. Graduate Curriculum Proposals, pages 80 through 84.

MOTION NO. 1578: Mr. McQuarrie moved, seconded by Ms. Lester, that the Senate approve the Graduate Curriculum Proposals on pages 80 through 84. Passed by a unanimous voice vote.

#### REPORTS

A. Chairman--Mr. Habib presented the following report:

- 1) Mr. Habib and Mr. Schliesman have been working on a revised campus committee structure. The program is to present the modified committee structure for review by Mr. Jerry Jones, Mr. Ron Frye and Mr. Schliesman, since the three Councils report to them. After it has been modified, it will then be presented to all the Deans, both Vice Presidents and the President. After it is again modified it will be reviewed by the Senate Executive Committee. After any other modifications it will then be presented to the Senate, hopefully by early April.
- 2) The next Board meeting is April 8, and proposed Code changes will be ready for possible presentation at that meeting.
- 3) Mr. Habib reminded the standing committee chairmen of the April 15 deadline to submit their committee reports.

He requested the standing committee chairmen to give Mrs. Peterson their meeting schedules for next quarter, as well as let her know if they plan to meet during Spring break. Also, it will be appreciated if the committee chairmen will schedule their meetings through Mrs. Peterson, as well as any cancellations, to avoid any confusion as to committees meeting at the Scheduling Center.

B. Executive Committee--Mr. Keith reported on three matters:

- 1) Regarding the letter from Mr. Applegate, the Executive Committee has expressed to President Brooks interest in and concern about efforts in acquainting the community around Central Washington and throughout the state with the fine academic programs that Central offers and urged that consideration be given to an intensified campaign to do so. The letter Mr. Applegate sent was a response to that request.
- 2) The Senate Executive Committee met with the Senate Academic Affairs Committee to make a recommendation regarding the position of Dean of the School of Arts and Humanities. The consensus of the joint committees was that they should not fill that position from off-campus applicants. The two committees felt that the decision on whether to fill that position from among on-campus applicants on a permanent basis or an acting basis was a decision to be made by the School of Arts and Humanities rather than by the two Senate committees. A letter was sent to Vice President Harrington thanking him for giving those two committees a chance to provide input on this matter.
- 3) On a matter concerning the Code, there were two provisions mentioned in the revisions that the president has suggested. One of them has to do with distinguished professor and the other has to do with quarterly scholarship leave. Because of the fact that in the last couple of months the Board of Trustees was undergoing significant change, there has been some concern as to how to implement the distinguished professor and the quarterly scholarship leave provisions. Provisions in the Code do not spell out processes for arriving at decisions. The Executive Committee has requested of the president that a process be completed through the recommendation stage and that applications for quarterly scholarship leave and nominations for the distinguished professor ranks be processed through Dr. Harrington's office and

finally to the President. Then when the new Board is sufficiently acquainted with the Code to act on these recommendations that the President submit his recommendations to the Board.

Vice President Harrington pointed out that it was he that asked the Academic Affairs Committee and the Senate Executive Committee to give him a recommendation on the selection of a Dean of Arts and Humanities. Due to several factors such as staffing formula, changes in budget and the loss of positions, he asked whether they should bring in a new dean, which would mean allocation of two faculty positions to that post, and also should the position be filled from on-campus applicants.

C. Standing Committees--

1. Academic Affairs Committee--no report.
2. Budget Committee--no report.
3. Code Committee--Mr. Jensen reported that proposed recommendations in response to President Brooks' proposed changes to the Code have been distributed. They will be discussed at the next Senate meeting.

Mr. Habib pointed out that the 60 days to submit proposed changes to the Board of Trustees will be up March 6. Since the next Board meeting is April 8, that will give them a little time to iron out any recommendations. The Code Committee will also have some more recommendations on the rest of President Brooks' proposals at the next meeting.

Mr. Habib announced that there will be a Special Senate meeting on March 30 to discuss and act on Code recommendations. He urged Senators to carefully study the President's and the Code Committee's recommendations.

4. Curriculum Committee--Mr. Street announced that the General Studies Committee has presented a proposal to revise the General Education Program, which was approved by the Undergraduate Council in January of 1977. The Senate Curriculum Committee and the Senate Academic Affairs Committee will hold a joint public meeting of the two committees and are inviting interested parties to testify on the merits of this proposal at an open hearing on Wednesday, March 9, at 3:00 p.m. in Sub 204-205. Announcements will be sent out to the entire faculty.
5. Personnel Committee--no report.
6. Student Affairs Committee--no report.

NEW BUSINESS

- A. Consideration of Senate Curriculum Committee's proposal relative to Minicourses.

MOTION NO. 1579: Mr. Street moved, seconded by Mr. Franz, to adopt the proposal of Minicourses for insertion into the Guide to Curriculum Change: Policies and Procedures, May 7, 1975.

A discussion ensued relative to the number of minimum class-hour meetings each mini-course has.

MOTION NO. 1580: Mr. Street moved to amend, seconded by Mr. Franz, in paragraph one of the proposal, line three, to change the word "nine" to "ten." Passed by a majority voice vote and one abstention.

Discussion resumed on the main motion.

Motion No. 1579, as amended, was voted on and passed by a majority voice vote and 2 abstentions.

- B. Consideration of Senate Ad Hoc Retirement Committee's report relative to retirement rules and regulations.

Mr. Bill Newschwander, chairman of the Ad Hoc Retirement Committee, presented a report on the proposed changes to the CWSC Faculty and Civil Service-Exempt Retirement Rules and Regulations, saying that whatever is done on this by the Senate will go to the



Budget Committee, and then after approval by that committee, will be presented to the Board of Trustees. The committee has been working in cooperation with the other state colleges and the community colleges in an effort to coordinate the rules with the needs of the various institutions.

Mr. Bill Allison, who is currently the Benefits Administrator, pointed out that it is important that everyone study these rules and know what they say.

MOTION NO. 1581: Ms. Lester moved, seconded by Mr. Ross, to adopt the changes presented in the CWSC Faculty and Civil Service-Exempt Retirement Rules and Regulations. Passed by a majority voice vote and 9 abstentions.

Mr. Newschwander said that on March 13, 1976, a Report and Recommended Action Steps of the Ad Hoc Retirement Committee, chaired by Larry Danton, was completed. In that report, the Committee made six recommendations for action steps. Although a couple of these recommendations have been carried out, the current Ad Hoc Retirement Committee unanimously passed the following motion:

"That during this transitional period in the Benefits Office, the Academic Vice-President appoint a qualified faculty member to assist and to supplement the Benefits Administrator and staff relative to matters pertaining to the benefits and related programs of the faculty at Central Washington State College."

Mr. Allison suggested he would like to recommend Mr. Newschwander for this appointment.

Chairman Habib said that he will discuss this issue with Vice President Harrington at their next meeting.

#### ADJOURNMENT

The meeting adjourned at 4:45 p.m.

Feb. 1977

FACULTY SENATE MEETING OF Mar 2

ROLL CALL

SENATOR

ALTERNATE

☒ Adams, Kathleen  
☒ Andress, Joel

☐ Clayton Denman  
☐ Cal Willberg

☐ Brooks, James

☒ Ed Harrington

☐ Carlson, Frank  
☒ Dickson, Rosella  
☒ Dietz, Richard  
☒ Douce, Pearl  
☒ Dugmore, Owen

☐ Glenn Madsen  
☐ Imani Mwandishi  
☐ Woodrow Monte  
☐ Robert Nuzum

☒ Envick, Robert

☐ Ron Hales

☐ Fadenrecht, George  
☒ Franz, Wolfgang

☐ William Schmidt  
☐ Jay Forsyth

☒ Gulezian, Allen  
☒ Gregor, John

☐ Larry Danton  
☐ Bill Hillar

☒ Habib, Helmi  
☒ Hawkins, Charles  
☒ Hileman, Betty

☐ Don Dietrich  
☒ David Kaufman  
☐ Deloris Johns

☒ Jensen, Richard

☐ Bonalyn Bricker Smith

☒ King, Corwin  
☒ Keith, Art

☐ Roger Garrett  
☐ George Grossman

☒ Kollmeyer, Louis <sup>Mar</sup> *abstained*

☒ Margaret Sahlstrand *Hollmeyer*

☒ Lester, Nancy  
☐ Mahajani, Usha  
☒ McClure, Chuck  
☒ McQuarrie, Duncan  
☒ Mitchell, Robert

☐ Dieter Romboy  
☒ Robert Yee  
☐ Max Zwanziger  
☐ (No alternate)

☒ Osborn, Dolores

☐ Blaine Wilson

☒ Porter, Larry

☐ Richard Doi

☒ Ross, Russell

☐ Karl Zink

☒ Samuelson, Dale  
☒ Smith, Milo  
☒ Street, Warren

☐ Richard Gray  
☐ E. Dee Torrey  
☐ Phil Tolin

☐ Utzinger, John

☐ Chester Keller

☒ Vifian, John

☐ Keith Rinehart

☒ Warren, Gordon  
☒ Wiberg, Curt  
☒ Winslow, Ken  
☐ Young, Madge

☐ James Brennan  
☐ Thomas Thelen  
☒ Neil Roberts

VISITORS

PLEASE SIGN THIS SHEET

Faculty Senate Meeting

Louis H. Bolos

Terry L. Jones

James Brennan

Don Cavley

Bill Floyd

Bill Newschwander

Last person signing please return to the Recording Secretary.

## A G E N D A

FACULTY SENATE MEETING  
3:10 p.m., Wednesday, March 2, 1977  
Faculty Development Center  
Bouillon Building

- I. ROLL CALL
- II. CHANGES TO AGENDA
- III. APPROVAL OF MINUTES OF February 16, 1977
- IV. COMMUNICATIONS
- V. CURRICULUM PROPOSALS
  - A. Undergraduate Curriculum Proposals,  
page 459
  - B. Graduate Curriculum Proposals, pages 80 through 84
- VI. REPORTS
  - A. Chairman
  - B. Executive Committee
  - C. Standing Committees
    - 1. Academic Affairs Committee
    - 2. Budget Committee
    - 3. Code Committee
    - 4. Curriculum Committee
    - 5. Personnel Committee
    - 6. Student Affairs
- VII. OLD BUSINESS
- VIII. NEW BUSINESS
  - A. Consideration of Senate Curriculum Committee's proposal  
relative to Minicourses
  - B. Consideration of Senate Ad Hoc Retirement Committee's  
report relative to retirement rules and regulations
- LX. ADJOURNMENT



Proposed addition to Guide to Curriculum Change, p. 10, to be inserted between material describing Extension Courses and that describing Individual Study Courses:

### Minicourses

Minicourses offer short-term, in-depth instruction in timely academic subjects and specific related skills. Each minicourse carries one credit and has a minimum of nine class-hour meetings. The meetings may be compressed into only a few calendar days, e. g., one meeting daily for two weeks.

Minicourses are listed in the catalog under the numbers 294 or 494 for lower- and upper-division content, respectively. The catalog title, "Minicourses in (department name)," and the course description given in catalog examples are uniformly used for all minicourses. Several minicourse topics may be offered under one catalog number each quarter. Specific minicourse titles are not listed in the catalog, but are listed in the quarterly class schedule. Minicourse topics should be submitted to the Dean of Undergraduate Studies for review and distribution to departments. Care should be taken not to duplicate the offerings of other departments. Students may enroll for the minicourse number repeatedly if a different topic is taken each time. Letter grades or S/U grades may be used.

# CENTRAL WASHINGTON STATE COLLEGE

ELLENSBURG, WASHINGTON

98926

March 1, 1977

RECEIVED  
MAR 1 1977  
FACULTY SENATE

Dr. Helmi Habib, Chairman  
Faculty Senate  
Central Washington State College  
Campus

Dear Dr. Habib:

President Brooks has referred your February 24, 1977, letter regarding public information to me for action. First of all, I would like to strongly second your support of Mr. Lipsky's news release program. Given the budgetary limitations with which we all have to live, Bill has been successful at getting good coverage for us.

The problem you raise, however, is a real one and one which has been the subject of considerable discussion. Several things have been, are being, or will be done to inform our various publics about Central. You have received copies of several papers which were prepared to tell our story and which were distributed. Bill Lipsky prepared news releases on some of the information in the papers, and they were published. President Brooks has told the college's story before several local groups just recently. We are currently working with Dr. Roger Reynolds' Television class on planning a program which will focus on the name change issue. President Brooks is preparing a presentation for television; he is working with Mr. Bill Craig on this production.

We are in the process of preparing short spot announcements to be aired locally by KXLE and KCWS. The brief spots will focus on various aspects of the college in an effort to point out the quality and diversity of the institution.

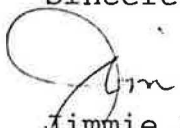
I have listed these activities so that you would be aware of the new activities we are beginning. Of course, all of the continuing news releases, special event coverage, etc., which Bill has been doing will continue. We continually hear that Corky Bridges has an excellent and diverse supply of descriptive brochures. Corky's office will be able to step up contacts and follow through procedures with the addition of two competent people to his already fine staff. Rod Lalley has pulled our Alumni Program up by its bootstraps to the place where Central alumni are becoming active in all parts of the state. He is currently considering the development of a local "chapter" of Central alums. We feel that local alums will be a big help to us as we continue to expand our efforts to let people know about us.

Dr. Helmi S. Habib  
March 1, 1977  
Page 2

Helmi, we can come up with all of the processes and gimmicks in the world to sell Central, but I am convinced that each one of us - faculty, staff, administration - is the best salesperson for the job. Each of us is in daily contact with many different people where we have opportunities to "tell our story." Students get the message from us in many different ways; members of the local community see us, in many situations; and, as we travel throughout the state, other people receive messages from us.

I am willing to do what I can to work with you, the Executive Committee, and with the Faculty Senate as we search for ways to increase our on-campus enrollment. Perhaps my office can serve as a clearing house for college relations ideas. Along that line, please encourage anyone with ideas regarding college relations to let me know their ideas. I believe that there will be a direct correlation between the number of ideas we generate and the effectiveness of our college relations program.

Sincerely yours,



Jimmie R. Applegate  
Special Assistant  
to the President

bd



Senate Code Committee Recommendations Relative to  
 "Proposed Changes in the  
 Faculty Code of Personnel Policies and Procedures  
 Revision Dated September 1, 1976"

<u>PAGE</u>	<u>SECTION</u>	<u>PROPOSED CHANGE</u>	<u>RECOMMENDATION</u>
8	1.06 A (1)	strike: should be careful....to  add: <u>shall</u>	Approval
9	1.20 A (1)	strike: approve  add: <u>take action regarding</u>	Disapproval  The faculty via the Senate is incorporated in the decision making process relative to academic matters. It is recognized within this section of the code that the Board of Trustees does have authority to implement academic changes without the concurrence of the Senate. Nevertheless, this is an important clause because it establishes as the normal operating procedure that the faculty must be involved in the <u>approval</u> of academic matters.
9	1.20 A (3)	strike: make recommendations to the President and other administrators and to the faculty concerning .....  add: <u>recommend to the President, other administrators and to the faculty....</u>	Approval
10	1.30 A (2) (b)	strike: more than three  add: <u>three or more ....</u>	Approval
12	1.60 A	strike: 3rd line from bottom the word, may  add: <u>are to</u>	Approval
16	1.120 A	Editorial change: rearrange 1 - 4 so that 4 becomes 1, 1 becomes 2, 2 becomes 3, and 3 becomes 4.	Approval



REVISION

PROPOSED CHANGES

RECOMMENDATION

21 2.12 B	add fifth line after expected except in those specific job positions within the discipline where the doctorate is not normally considered the terminal degree, e.g., coaching	Disapproval  Section 2.12 A treats exceptional cases and provides for exceptions to rank requirements. The proposed addition is superfluous.
23 2.12	The Faculty Senate should not consider exceptions to rank requirements. Instead, the Senate should concern itself with the rank requirements themselves as they appear in the Code and how they are observed by the appropriate administrators, the President and the Board of Trustees. The words, "the Faculty Senate" should be dropped from line two of paragraph 2.12 A. In operation to date, the Senate has appeared to approve all candidates for exception to rank requirements as a matter of principle or policy. In addition, apparently the Senate has approved one individual according to the rank requirements of a <u>previous</u> code.	Disapproval  It is important that the faculty, via the Senate, be an integral part of the review process on those matters which have crucial impact on academic standards. Therefore, the Senate should remain in the review process for persons who are "exceptional cases." The Code Committee recommends the following revision to this section:  <del>Delete: starting in the fourth line after "but who" may not be covered by certain other provisions in this Code.</del>  Add: after "but who" <u>are not eligible under the provisions of section 2.10.</u>
25 2.16	A clearer separation needs to be made in Section 2.16 between those persons who excel in public service and those persons who excel in research. These two classes deserve to have more exclusive and more descriptive titles of distinction than is now afforded them by the Code. Below is a revised version of 2.16 which separates public service from research and gives instruction, public service and research the separate identities generally given in other sections of the Code and in many other college documents.  2.16 <u>Professor of the College, Distinguished Service Professor, Distinguished Research Professor, and Distinguished Teaching Professor</u>  A. The Board of Trustees may designate	Prior to adoption, the Code Committee recommends that the following questions be addressed by new language to be included in 2.16:  1. What is the duration of the appointment; is it renewable? 2. What provision would be made in the college to compensate a department or program for a reduced teaching load of such a faculty member? 3. Does "outstanding service" come after or before designation as a professor of the college. 4. Does the faculty status, with regard to provisions of the Code, change for a person so designated, particularly if he accepts part-time employment? 5. Could a person refuse such designation without penalty?

<u>PAGE</u>	<u>SECTION</u>	<u>PROPOSED CHANGE</u>	<u>RECOMMENDATION</u>
2.16	(continued)	<p>as "Professor of the College", <u>Distinguished Research Professor</u> or <u>Distinguished Teaching Professor</u> an individual who holds the academic rank of Professor or Associate Professor. A faculty member designated as Professor of the College may relinquish full time teaching and/or administrative responsibilities after a period of outstanding service and assume reduced duties. The board will annually establish the salary of such a person in accordance with his assigned duties.</p> <p>B. The Distinguished Service Professorship, <u>the Distinguished Research Professorship</u>, and <u>the Distinguished Teaching Professorship</u> may be awarded to certain individuals for a minimum of one academic year. Such appointments carry a salary increase of at least \$1,000 for the academic year (or three quarters including summer). The awards are based on the recommendations of the appropriate dean or unit director, the Vice President for Academic Affairs and the President. These Professorships, being of an all-college nature, may have duties which include teaching, research or other special <u>service</u> assignments. On occasion, these professors may report directly to the Vice President for Academic Affairs, an appropriate dean or unit director, or the President.</p> <p>C. The Distinguished Teaching Professorship selection is based on the following standards:</p>	



PAGE	SECTION	PROPOSED CHANGE	RECOMMENDATION
	2.16 (continued)	<p>(1) Demonstrated mastery of teaching techniques;</p> <p>(2) Continuing scholarship in a field;</p> <p>(3) Establishment of high standards for students and attempts to help students attain academic excellence;</p> <p>(4) Willingness to serve as an academic advisor.</p> <p>D. The Distinguished Service Professorship selection is based on good teaching combined with outstanding performance in research-and/or public service <u>activities generally related to the college assignment.</u></p> <p>E. <u>The Distinguished Research Professorship selection is based on good teaching combined with outstanding performance in research activities generally related to the college assignment and which generate new knowledge or synthesize existing information to result in original and improved interpretations.</u></p>	
26	2.17 A.	strike: e.g., alcoholism, thanatology, arrest, evidence	Approval
	2.17 C	add: 3rd line from bottom after regular the word, <u>approved</u>	Strike: last sentence.  Add after travel: and may be assigned offices.  Rationale: Conditions of teaching assignments are covered in section 2.17 A.
26	2.18 A (3)(b)	strike: that of a regular instructor  add: <u>the salary of one holding the rank of of Instructor</u>	Recommend that section 2.18 be removed from the code.  Rationale: The position of Senior Instructor as here defined undermines the intent

PAGE	SECTION	PROPOSED CHANGE	RECOMMENDATION
	2.35 (continued)		of sections 2.07 A(2) and 2.07 A(4) because it provides a way to fill teaching positions with renewable appointments without the obligation on the part of the institution to recognize the value of experience. Further, with these appointments there is no direction to the individual that he/she is responsible to show normal academic involvement and growth or get out.
31	2.30 A(6)	strike: last line the word, approval  add: <u>their action</u>	Approval
31	2.38 A	strike: twenty (20) percent lower than the fifteen contact hours set by the college as an average	Approval
31	2.38 B(1)(a) §	add: <u>averaging twelve contact hours</u>  On page 32, Section 2.38 B(1)(a), the matter of faculty loads is discussed in some detail. The next to the last paragraph in that section is inconsistent with paragraphs (iii) and (iv) in that same section. Paragraphs (iii) and (iv) speak very specifically to the matter of load point assignments for field experience, thesis, and individual study courses. Yet, the next to the last paragraph in the referenced section stipulates that load points for these three classes of assignments shall be "arranged by agreement between chairman, dean, and Academic Vice President...."  Paragraphs (iii) and (iv) should remain as they are but all of the parenthetical information in the next to the last paragraph in Section 2.38 B (1)(a) should be removed entirely because such cases have already been treated previously.	Approval

NEW SECTION

PROPOSED CHANGES

33 2.33 B(1)(a)

strike: assumes

add: requires

35 2.42 B

add: in the next to the last line the words  
physical plant, between library and fiscal

RECOMMENDATION

Change first sentence to: The faculty member is expected to maintain office hours, pursue the development of his profession and accept a reasonable non-teaching load.

Rationale: It should be clearly stated that these obligations extend beyond the stated teaching load.

Approval

Further changes recommended: delete in fourth line of 2.42 B ~~requires~~

add: any academic employee

Rationale: "Faculty" is defined in Section 1.01. Section 1.01 states "The term 'faculty' as used in this Code does not apply to adjunct professors, part time faculty."

This clause should apply to any person who has been assigned an office, days, etc.

43 2.95 A

add: 2.95 B: Salaries of faculty members on Professional Leave will be adjusted according to when step and/or scale adjustments are made in the salary schedule in their absence.

Approval

<u>PAGE</u>	<u>SECTION</u>	<u>PROPOSED CHANGE</u>	<u>RECOMMENDATION</u>
43	2.97 A	add after 1st sentence: <u>Quarterly Scholarship Leave is intended only to provide assistance to those faculty desiring to retrain or upgrade their skills to benefit the college.</u>	Approve
43	2.97 B (2)	strike: B (2) (a) (b) (c)  add: <u>The college expects the faculty member to request Scholarship Leave for the specific purpose of improving his service to Central Washington State College by beginning or continuing a program of retraining in a proposed or developing program area at the college.</u>	Approve
48	2.127 C	Strike: adopted by the Board of Trustees (Contained in the Central Washington State College Policies and Procedures Manual)  add: after Regulations the phrase, <u>published in the Central Washington State College Policies and Procedures Manual.</u>	Approve
49	3.03 A	add: last sentence <u>A simple majority of faculty members within the department may petition in writing to the appropriate dean for a review of the chairman's effectiveness at any time.</u>	Approve  add: When a department chairman is to be on leave from the campus for less than one academic year the dean, in consultation with the chairman, shall name an acting chairman to serve in the chairman's absence. When the chairman is to be on leave for one academic year, or more, the chairman must resign and a new chairman elected.



<u>PAGE</u>	<u>SECTION</u>	<u>PROPOSED CHANGE</u>	<u>RECOMMENDATION</u>
51	3.21	strike: in the title the word Salaries. the entire second paragraph  add: in the title the word, <u>Session</u>	Approve
52	3.24 A	strike: Director of Summer Session  add: <u>Assistant Vice President for Off Campus Programs</u>	Approve
52	3.24 A (3)	strike: Director of Summer Session  add: <u>Assistant Vice President for Off Campus Programs</u>	Approve
52	3.27 A	strike: Director of Summer Session  add: <u>Assistant Vice President for Off Campus Programs</u>	Approve
52	add a new section:	<u>3.28 Summer Salary</u>  A. <u>Unless otherwise provided in this Code, the salaries for regular college faculty teaching full time in the summer session in addition to their regular academic contract year shall be 2/9th's of the salary for the previous academic contract year. A prorated amount shall be paid for teaching a partial load full session or a full load for a portion of the session.</u>	Approve

<u>PAGE</u>	<u>SECTION</u>	<u>PROPOSED CHANGE</u>	<u>RECOMMENDATION</u>
53	3.38 B	strike: the word additional, both places it appears  add: the word, <u>overload</u> , in place of the first additional  Editorial change: move the third sentence to the second sentence and the second sentence to the third.	Approve (Note: the word "overload" should be defined within the Code)
55	3.48 A (2)	add: after the words <u>full-time on a</u> <u>regular appointment in their</u> <u>current assignment</u>	Approve



CENTRAL WASHINGTON STATE COLLEGE  
Faculty and Civil Service-Exempt  
Retirement Rules and Regulations

1.0 Introduction

- 1.1 Authority for Retirement System: The Central Washington State College Retirement System has been established by the Board of Trustees under authority provided by RCW 28B 10.400 et seq. for the purpose of providing retirement incomes and related benefits to certain faculty and civil service-exempt staff members.
- 1.2 Retirement System Goal: The Board of Trustees has adopted the goal for the Retirement System to provide for participants, upon retirement, at the age 65 and after 25 years of service, a minimum retirement income based upon 50 percent of the average includible salary of the highest two consecutive years of service, exclusive of Washington Teachers Retirement System and/or Washington Public Employees Retirement System benefits earned prior to the last twenty-five years of full-time service in Washington public post-secondary education and/or at a Washington public institution of higher education, and exclusive of Federal Social Security benefits.
- 1.3 Definitions:
- 1.31 Academic Year: For the purposes of these retirement rules and regulations, an academic year means the period from July 1 of any calendar year through June 30 of the following calendar year.
- 1.32 Annuity: Retirement income purchased from the Teachers Insurance and Annuity Association and its companion organization, the College Retirement Equities Fund (TIAA/CREF).
- 1.33 Annuity Retirement Option: Lifetime income after retirement, selected from several options to provide maximum income for the

retiree only, or reduced income during retirement with continuation of a portion of that income to a surviving beneficiary.

- 1.34 Full-Time Service: Employment as a member of a Washington public post-secondary education or as a member of ~~the college~~ a Washington public higher education faculty or as a member of a Washington public higher education civil service or civil service-exempt staff in a position normally requiring employment of more than 70 hours per month in at least five months of the academic year. Full-time service does not include employment incidental to obtaining an education. Full-time service for both faculty and civil service-exempt staff shall exclude leaves of absence without pay and employment in institutions of higher education other than those of the Washington state system; but shall include leaves of absence for active military service that interrupt college employment, leaves of absence with pay, professional leaves, and leaves of absence without pay that benefit both the individual and the college as determined by the Board of Trustees.
- 1.35 Highest two consecutive years' salary: The highest includible salary received from the institution during any 24 consecutive months. ~~of full-time service~~
- 1.36 Retirement Income Benefit: The amount of minimum retirement income calculated on the basis of length of service and average salary for the highest two consecutive ~~academic or calendar~~ years. The Retirement Income Benefit includes: (1) TIAA/CREF annuities, (2) a prorated portion of the Washington Teacher Retirement System benefits or of the Public Employees Retirement System benefits to represent the WTRS benefits or the PERS benefits earned in service in an institution of higher education during those twenty-five years of service immediately prior to retirement, and (3) the Supplemental Retirement Income Payment.

Washington Teachers Retirement benefits or Washington Public Employees Retirement benefits earned prior to the final twenty-five years of service in Washington public institutions of higher education or post-secondary education ~~prior to retirement~~ shall not be used to reduce this minimum retirement income, nor are they a part of it. Social Security benefits shall not be used to reduce this minimum retirement income, nor are they a part of it.

1.37 Supplemental Retirement Income Payment: Additional payments by the College to cover the deficiency when the retirement Annuity as described in 5.3 falls short of the calculated Retirement Income Benefit due.

1.38 Includible Salary: Salary upon which contributions are made by both a participant and a public higher educational institution in the state of Washington. ~~add/consisting of/basic/annual/academic/~~  
~~year/salary/or/ten/month/salary/plus/summer/salary/~~

## 2.0 Eligibility to Participate in the Retirement System:

2.1 Eligibility: Participation is restricted to and mandatory for faculty and eligible civil-service exempt employees of the College as defined in RCW 41-40-515-516 except as indicated in 2.3.

### 2.2. Eligibility for release from participation:

2.21 Persons eligible to participate in the Public Employees Retirement System.

2.22 Persons in positions normally requiring less than five (5) months service per year and/or less than half-time employment.

2.23 Persons primarily employed incidentally to and in furtherance of their education or training.

2.24 Persons primarily employed incidentally to the education or training

of a spouse, except that such employees may declare themselves to be career employees and, upon request, will be granted participating membership rights.

2.25 Persons rendering professional services on a fee, retainer, or contract basis or incidentally to the private practice of a profession.

2.3 Participation Required: As a condition of employment eligible participants faculty and civil service exempt staff shall begin contributory participation in the Retirement System at the beginning of the third year of full-time service. They may, at their option, begin contributory participation at any earlier date in the third year of full-time service; provided, however, that:

2.31 Any member of the faculty or exempt staff may, at his or her option, begin contributory participation prior to the beginning of the third year of full-time service.

2.32 Any member of the faculty or exempt staff who, at the time of employment, is a member of the Washington State Teachers' Retirement System may at his or her option elect to retain his or her membership in that system either temporarily until he has established sufficient retirement credit in the Washington State Teachers Retirement System to qualify for deferred retirement allowances or permanently, and shall not, while a member of that system, be required to begin contributory participation in TIAA/CREF.

2.33 Any member of the faculty or exempt staff who, at the time of employment, is a member of the Public Employees' Retirement System, may at his or her option, elect to retain his or her membership in that system either temporarily until he has established sufficient retirement credit in the Public Employees Retirement System to qualify for deferred retirement allowances or permanently, and shall not, while a member of that system, be required to begin contributory participation in TIAA/CREF.

#### 2.4 Reclassification of Classified Staff to Faculty or Civil Service-Exempt:

Upon reclassification of any College Employee from a classified-staff category to a faculty or civil service-exempt category, the faculty or civil service-exempt employee thereupon shall be eligible for participation in the Retirement System, provided such faculty or civil service-exempt employee meets all other eligibility criteria for participation, and further provided that application for participation is made within ~~two years~~ six months of the date of reclassification or of the date when the employee has accumulated sufficient years of retirement credit in the Washington Public Employees Retirement System to qualify for deferred retirement allowances, commonly called a vested right to receive retirement benefits. The faculty or civil service-exempt employee may continue participation in the Public Employees Retirement System if transfer is not chosen.

2.5 Reclassification from faculty or administrative-exempt appointment to a classified staff position: Upon transfer from faculty or a civil service-exempt status to a classified staff position, an employee may continue participation in the College Retirement System or begin participation in the Public Employees Retirement System as a new employee.

2.6 ~~Faculty or Civil Service-Exempt Employees~~ Eligible participants reclassified as Civil Service may continue under the TIAA-CREF Retirement System or may join the Public Employees Retirement System, provided that such election must be made within ~~30 days~~ six months from the date of transfer.

3.0 Source of Retirement Income Benefit: The Retirement Income Benefit shall consist of:

3.1 TIAA/CREF Annuities: The income derived from annuities purchased from TIAA and/or CREF; while in a Washington public institution of higher education.

3.2 Prorated WTRS and/or PERS Benefits: Consisting of that portion of the Washington Teachers Retirement System and/or the Public Employees Retirement System benefits earned from service in higher education in the state of Washington during the twenty-five years of service in higher education in Washington immediately prior to retirement.

3.3 Supplemental Retirement Income Payments: Supplementary Retirement Income payments made to full-time members of the Retirement System after at least ten years of full-time service according to the provisions made in these rules.

3.4 Washington Teachers Retirement System and Public Employees Retirement System Benefits: Benefits under the Washington Teachers Retirement System or under the Washington Public Employees Retirement System earned prior to the last twenty-five years of service in an institution of higher education immediately prior to retirement are in addition to and distinct from the Retirement Income Benefit as herein defined.

3.5 Federal Old Age and Survivors Insurance: Benefits under Federal Old Age and Survivors Insurance (Social Security) are in addition to and distinct from the Retirement Income Benefit as herein defined.

4.0 Contribution Rates, Contribution Distribution and Includible Salary.

4.1 Basis for Contribution: Payments to the Retirement System are made by each participant in accordance with the rates established in section 4.4.

4.2 Summer Salary Participation: Participants with summer appointments shall contribute to the Retirement System on salary received during their summer appointments. Such contributions will be made at the rates provided in Section 4.4.

4.3 College Contribution: College contributions shall be equal to the employee contribution, but in no instance shall exceed 10% of salary and shall apply only to the purchase of retirement benefits for the participating employee.

4.4 Contribution Rate to TIAA/CREF

4.41 Employees less than age 35: Five percent of includible salary.

4.42 Employees 35 years of age or older:

4.421 Minimum Contribution: Beginning with the first pay period following the 35th birthday of the participant, 7-1/2 percent of includible salary.

4.422 Maximum Contribution: Beginning with the first pay period following attainment of age 50, or later upon application, an employee may elect to contribute 10 percent of includible salary.

4.5 Allocation of Contribution: TIAA/CREF: At the election of the participant, any one of the optional contribution allocations will be applied toward premiums for a TIAA retirement annuity contract and/or a CREF annuity certificate. (If a participant fails to elect a contribution allocation, the contribution shall be allocated 50 percent TIAA and 50 percent CREF.) One of the following allocation options ~~are~~ shall be elected:

<u>TIAA</u>	<u>CREF</u>
100%	0%
75%	25%
50%	50%
25%	75%
0%	100%

4.6 Income Tax Deferment: As authorized by the Internal Revenue Code, an employee may enter into an agreement with the College to reduce the employee's monthly salary by the amount of the required Retirement System contribution plus a supplemental amount as prescribed in the Internal Revenue Code, and the College shall transmit the total amount to purchase retirement annuities in the name of the employee. This procedure defers income tax on the amount of salary reduction until it is received as



retirement annuity income. Any such agreement shall be legally binding on and irrevocable by both parties while employment continues; provided, however, that after one year from the effective date of the agreement, either party may terminate the agreement; and provided, further, that no more than one agreement for such salary reduction may be made within any tax year of the employee except to the extent otherwise permitted by the regulations under Section 403 (b) of the Internal Revenue Code.

- 4.7 Old Age and Survivors Insurance (OASI or Social Security) Contributions: Contributions, as prescribed, shall be made in addition to Retirement System contributions.

5.0 Retirement Income Benefit

- 5.1 Eligibility: Participants in the Retirement System shall, after 10 or more years of full-time service, be eligible for a Retirement Income Benefit as prescribed in the following sections.
- 5.2 Retirement Income Benefit: The Retirement Income Benefit shall be computed at retirement after 10 or more years of full-time service and based on a rate of 2% of the average of the highest two consecutive years annual salary for each year of full-time service to a maximum of 50%. Beginning July 1, 1974, if a participant does not elect to contribute 10% of salary for the purchase of retirement annuities during periods of service at age 50 or later, the Retirement Income Benefit for those periods, as included in the calculations of the Retirement Income Benefit, shall be based on a



rate of 1.5% of the average of the highest two consecutive years annual salary. If the participant works for twenty years prior to age 50 and contributes 10% of salary for 15 years prior to age 50 and 1.5% of salary for 12 years after age 50, the participant would be eligible for a total of 50% of the average of the highest two consecutive years annual salary. (1)

5.3 Annuity Retirement Option: The Washington Teachers Retirement benefits and/or the Public Employees Retirement benefits, the TIAA/CREF annuities, and the TIAA annuity dividends shall all be assumed to be in the form of Joint and 2/3 Annuity to Survivor with a 10-year guarantee, and shall be the basis for calculating the Retirement Income Benefit. For this purpose it is assumed that each retiree has a spouse the same age as the retiree, and that TIAA/CREF contributions made since July 1, 1974 were applied 50 percent to TIAA and 50 percent to CREF. The participants actual contributions made to TIAA/CREF prior to July 1, 1974 will be used in calculating the Retirement Income Benefit.

(1) For example, if the participant works for thirteen years prior to age 50 and wishes to retire in twelve more years at age 62 it would be necessary for this participant during these last twelve years to have made 10% contributions from his salary to obtain a factor of 50% to be used in the calculation of retirement income benefits. If the participant works for thirteen years prior to age 50 and wishes to retire in fifteen more years at age 65 with a total of 28 years of service, it would be necessary to make 10% contributions during three of the final fifteen years to obtain the maximum factor of 50% to be used in the calculation of retirement income benefits. At age 65 the participant would have 16 years at 2% for a subtotal of 32% and 12 years at 1.5% for a subtotal of 18% yielding a total of 50%.

- 5.31 The election of an annuity option other than the Joint and 2/3 Annuity to Survivor with a 10-year guarantee, including post-retirement dividends, shall not alter the calculation of the Retirement Income Benefit or the Supplemental Retirement Income Payment.
- 5.32 The annuity accumulation in CREF may be optionally transferred to a TIAA annuity at the time of retirement, and the ~~annuity/in-~~  
~~come~~ Annuity Retirement Option shall be calculated after such transfer.
- 5.33 Transition Benefit: Upon retirement, a participant age 55 or older may elect to take, at retirement, a transition benefit consisting of a lump sum withdrawal of up to 10 percent from each TIAA or CREF contract accumulation then being converted to an annuity payment. This reduces the total TIAA/CREF Annuity income by the amount attributable to such withdrawal. Calculation of the ~~Retirement/Income/Benefit~~ Supplemental Retirement Income Payment shall be made on the basis of the original annuity accumulation, before withdrawal of the lump sum payment.
- 5.34 For a retiree who opted to withdraw from the Washington State Retirement System or from the Washington Public Employees Retirement System and received a lump sum refund ~~in 1987~~, it shall be assumed for supplement calculation that he is credited with a retirement ~~annuity~~ benefit equal to 2% of the average of the

highest two consecutive years annual salary for each year of employment in a Washington public institution of higher education or as a member of a Washington public post-secondary faculty, for each year of full-time service while participating in the Washington State Teachers' Retirement System computed on the basis of the average salary of the highest two consecutive years while the member prior to 1957. or alternatively, \$6.50 per month for each year of service credit in the Washington State Teachers' Retirement System such employment together with a sum equal to the monthly annuity payments which would have been produced by the member's contribution to WTRS or PERS, whichever is greater. However, these penalties shall not be applied for years of service credit earned more than twenty-five years prior to retirement.

#### 5.4 Supplemental Retirement Income Payment

- 5.41 For the purpose of the Retirement Income Benefit calculation, if the Retirement Income Benefit payable exceeds the sum of (1) the available Annuity retirement income and (2) the prorated WTRS or PERS benefits, then a Supplemental Retirement Income Payment shall be paid monthly to the retiree, or to a surviving spouse on the death of the participant prior to retirement.

5.42 Contribution Assumptions:

5.421 In no case shall annuities purchased entirely by premiums self-paid by the individual participant be used to reduce the College's obligation for Supplemental Retirement Income Payments. This section shall not apply to Washington Teacher Retirement System or Washington Public Employee Retirement System benefits earned in a Washington public institution of higher education or Washington Teacher Retirement System benefits earned as a faculty member in a Washington public post-secondary education institution during those twenty-five years of service immediately prior to retirement.

5.422 Summer Contributions: Retirement annuities developed from employee and College contributions on summer salary shall be included in the calculation of the retirement Annuity income. Summer salary shall be included in the average of the highest two consecutive years' salary.

*5.423 / Only / Annuity / Accumulations / resulting / from / employee / and / employer / contributions / during / employment / at / public / institution / of / higher / education / within / the / state / of / Washington / shall / be / included / in / the / annuity / retirement / income /*

5.423 The value of the TIAA/CREF annuity retirement income shall include the value of an accumulation or annuity separated from the employee's account as the result of divorce or dissolution proceedings.

5.43 Supplemental Retirement Income Payment for a Surviving Spouse:

Prior to retirement, a participant or his assignee may elect in writing a Supplemental Retirement Income Payment option to provide for continuation of supplemental payments to the surviving spouse; provided, that if such option is elected the Supplemental Retirement

Income Payments shall be ~~made in the same proportion as the elected Annuity Retirement Option~~ on an actuarially equivalently reduced basis assuming that each retiree has a spouse the same age as the retiree and after retirement, the elected option shall be irrevocable, and provided further, that this section shall not apply to persons retired prior to July 1, 1974.

5.44 Early Retirement Provisions for Supplemental Retirement Income

Payment: At the time of retirement of a participant who has elected to retire earlier than his or her 65th birthday, the Supplemental Retirement Income Payment shall be calculated in accordance with the provisions of this section; provided that the amounts so calculated shall be reduced by 5/10 of 1 percent (.5%) for each month by which the retirement age is less than 65, except that the supplemental payment to a participant retired for reason of health is not so reduced.

5.45 Minimum Supplemental Retirement Income Payment: The Supplemental Retirement Income Payment shall be made in equal monthly installments. If, however, such monthly installments should be less than ten dollars (\$10), the Supplemental Retirement Income Payment may be made at longer intervals, at the choice of the President or his designee.

5.5 Spouse Signature: The spouse's signature, indicating acknowledgment of the Annuity Retirement Option and the Supplemental Retirement Income Payment option, shall be required by the College.

6.0 Retirement Age

6.1 Normal Retirement Age: Sixty-seven is the normal retirement age at Central Washington State College. A faculty member or other employee may elect to retire at the earliest age specified for retirement by Federal Social Security Law.

6.2 Employment After Age 67: See appropriate sections in the Faculty Code of Personnel Policy & Procedure and Faculty Handbook for current rules regarding employment beyond the age of 67.

6.3 Effective Date of Retirement:

6.31 Faculty and civil service-exempt personnel shall be retired from the College on August 31 following the birthday on which they reach the age of 67.

6.4 Reemployment of Retirees:

6.41 A retiree reemployed by the College for less than 40 percent of full-time or less than 70 hours per month, or for less than five (5) consecutive months, shall remain eligible to receive retirement income under the provisions of the Retirement System. Retirement contributions will not be made from salary for such employment.

6.42 Where employment is for 40 percent of full-time or more, or 70 hours per month or more, ~~or~~ and more than five (5) consecutive months, Supplemental Retirement Income Payments shall not continue during this period of employment, provided that TIAA/CREF annuity benefits shall not be affected.

6.421 Contributions to the Retirement System shall not be made if employment is not expected to last for more than five (5) consecutive months or employment will be for less than 40 percent of full-time service.

6.422 If employment is expected to last for more than five (5) consecutive months and employment will be 40 percent of full-time service or more, the employee may elect to contribute, at applicable rates, toward the purchase of retirement annuities and such contributions shall be matched by the College. Such annuity benefits shall not be included in the calculation of ~~Retirement/Annuity~~ Supplemental Retirement Income Payments.

7.0 Retirement for Disability

7.1 Disability Provision: Any eligible employee under age 65 who is totally and permanently disabled may be retired for condition of health, either at his or her own request or by request of the President. Final approval rests with the Board of Trustees.

7.11 All employees who belong to the Central Washington State College Retirement System shall be designated as eligible employees.

7.12 Employees over age 65 who are disabled will be eligible under the regular retirement-for-age provisions of the Retirement System.

7.2 Request for Disability Retirement: Any request for retirement on account of disability must be reviewed by a committee consisting of three physicians, one to be chosen by each of: the College President, the Faculty Senate, and the individual involved or his legal representative. After review, this committee will make recommendations to the Board of Trustees. After retirement for disability, the case may be reviewed by such a committee semi-annually upon request of the President or the individual who is retired.

7.3 Payment of Supplemental Retirement Income Payments. Subject to statutory limitations and the general provisions of its retirement regulations, Central Washington State College will make, to a person retired for disability, monthly Supplemental Retirement Income Payments which, when added to the annuity received by the individual, will equal the Retirement Income Benefit to which the persons would have been entitled, based upon his or her number of years of service and on his or her actual average of the highest two consecutive years' annual salary.

8.0 Withdrawal from the Retirement System

8.1 Ownership of Annuity Contracts. Each TIAA Retirement Annuity Contract and CREF Certificate issued in accordance with the provisions of this Retirement System is intended for the purpose of providing a retirement and/or a death benefit and is the property of the individual participant.

8.2 Repurchase of TIAA/CREF Annuities: Under certain conditions TIAA may repurchase the retirement annuity of a participant who leaves the employ of the College for reasons other than retirement or disability. A retirement annuity will be repurchased before payments to the annuitant have begun if the annuity has been in force for five (5) years or less; or for annuities in force more than five (5) years, if the repurchase value is \$2,000 or less, provided that the following conditions are met:

8.21 The annuitant requests repurchase.

8.22 The annuitant is neither employed at nor is transferring to an institution having a TIAA Retirement Plan (sabbatical and other authorized leaves of absence being considered as employment).



- 8.23 All participating institutions that contributed premiums consent to the repurchase.
- 8.24 If the annuitant has more than one (1) annuity, the total value of all TIAA and CREF annuities and the longest duration of any of them, shall govern in determining whether a repurchase will be made under this rule. (The result being that all or none of his or her annuities will be repurchased.)
- 8.25 Upon repurchase the refund will be distributed on the basis of a payment of 50 percent of the accumulation to the employee and 50 percent less repurchase charges to the College.
- 8.3 Provision for change in TIAA/CREF Repurchase Policy: In the event any changes are made by TIAA/CREF in their automatic repurchase policy the Board of Trustees shall decide the purchase policy to be followed by the College.
- 8.4 Resignation of Employment: Should a participating employee resign before attaining retirement age, the contract remains in force, without further premiums, in the amount of employee contributions, matching contributions by Central Washington State College, and dividends. (2)
- (2) The owner will be eligible for payments according to the provisions of the contract upon reaching retirement age; however, the employee may continue payments into the contract thereby purchasing a larger annuity or, as a faculty member in another institution that also has a contract with TIAA, may transfer that policy to the other institution. An employee who has resigned from service with the College and is not participating with another TIAA/CREF member institution may commence receiving periodic lifetime payments at any practical age, upon agreement with TIAA/CREF.

8.5 Option to surviving spouse on the death of participant before retirement:

The surviving spouse shall be allowed any option available under TIAA/CREF rules including the option of a lump sum settlement of accumulated benefits.

ALL REQUESTS FOR  
COURSE ADDITION OR DELETION  
THE UNIVERSITY OF ILLINOIS, SPRINGFIELD  
AND FORWARDED TO THE SENATE

RECEIVED

FEB 3 1977

FACULTY SENATE

ETHNIC STUDIES  
COURSE ADDITION

ET 5 121. The Black American. 5 credits. Contemporary socio-economic problems and issues; the Black experience; status; community; and leadership.

SCHOOL OF BUSINESS AND ECONOMICS  
COURSE ADDITION

BSAD 389.1. Executive Perspectives on Business and Society. 2 credits. An examination of current critical issues in the relationship of business organizations with society. Taught by business executives and coordinated by the School of Business and Economics.

BSAD 492. Small Business Consultation. 2-4 credits. Course may be repeated for maximum of 6 credits. Prerequisite, BSAD 441 or consent of instructor. Student consultation teams providing solutions to problems facing small businesses. Coordinated with United States Small Business Administration.

LAW AND JUSTICE  
COURSE ADDITION

LAS 256. Police Personnel Administration. 5 credits. History and philosophy of federal, state and local police personnel programs; overview of personnel functions.

2/4/77

EDUCATION

1. Course Addition

ED 513, Creative Teaching. 3 credits. Includes opportunity for creative expression as well as sharing creative teaching ideas, aids and methods. The purpose of the course is to help teachers become more imaginative and creative in planning, conducting and evaluating classroom instruction. Emphasis on classroom management and organization. Prerequisite, teaching experience.

MATH

1. Course Addition

MATH 560, Mathematical Experiences for Elementary Teachers. 3 credits. Open-ended laboratory activities that emphasize both the construction and uses of motivational aids in problem solving, grades K-6. Prerequisite: At least one year of successful teaching at the elementary level.

PSYCHOLOGY

1. Program Change

MASTER OF SCIENCE  
EXPERIMENTAL PSYCHOLOGY and  
COUNSELING PSYCHOLOGY

Program Coordinator: John L. Silva  
Psych. 421

These programs are designed to provide instruction for students planning one or more of the following: (1) doctoral study in psychology; (2) junior college and college teaching of psychology; (3) research positions in industry, government, etc.; (4) work in other fields of applied psychology requiring no more than a master's degree.

Prerequisites. PSY 362, 363, 451, 461 and one of the following: PSY 450, 453, 446.

Program. EXPERIMENTAL PSYCHOLOGY

The student shall complete at least 45 credits as outlined in an approved Course of Study filed with Graduate Admissions and Records.



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PSYCHOLOGY (continued)

<u>Required Courses:</u>	<u>Credits</u>
PSY 555, Foundations of Experimental Design .....	4
PSY 557, Advanced Psychology Statistics .....	4
PSY 562, Theories of Learning .....	5
PHIL 480, Philosophy of Science .....	5
PSY 580.1, 580.2, 580.3, Current Issues in Psychology (Select two) .....	6
PSY 599, Seminar .....	3
PSY 700, Thesis .....	6
Suggested electives:	
PSY 444, 450, 453, 475, 477, 478, 478.1, 552, 563, 576	
ZOOL 473, 475	

Program. COUNSELING PSYCHOLOGY

The student shall complete an approved course of study filed with Graduate Admissions and Records which will normally consist of the courses below.

<u>Required Courses:</u>	
PSY 444, Tests & Measurements .....	4
PSY 555, Foundations of Experimental Design .....	4
PSY 593.1, Practicum in Counseling .....	3
PSY 593.2, Practicum in Counseling .....	9
PSY 593.3, Group Counseling Practicum .....	4
PSY 560, Theories of Counseling .....	4
PSY 561, Group Counseling .....	3
PSY 562, Theories of Learning .....	5
PSY 595.1, 595.2, 595.3, Supervised Field Experience in Counseling (3 credits each, 6 credits required) .....	6
PSY 580.1, 580.2, 580.3, Current Issues in Psychology (3 credits each, 6 credits required) .....	6
PSY 599, Seminar .....	3
PSY 684, Counseling Internship .....	5-15
PSY 700, Thesis .....	6

Other courses by advisement chosen from Psychology, Sociology, Anthropology, Philosophy, and Special Education.



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PSYCHOLOGY (continued)

MASTER OF EDUCATION AND/OR CERTIFICATION IN  
SCHOOL COUNSELING, and SCHOOL PSYCHOLOGY

Program Coordinator: John L. Silva  
Psych. 421

The intent of these programs is to place highly qualified counselors and psychologists in the schools.

Program. SCHOOL COUNSELING

Prerequisites for the M.Ed. PSY 362, 363, 451 (or approved equivalents).

The State Board of Education's standards for school counselors require the demonstration of competencies as defined by approved consortia. Central Washington State College is affiliated with three Educational Staff Associate (ESA) consortia for the preparation of school counselors in the state of Washington. These programs are competency based and emphasize field experience. Persons who complete such a preparation program will be qualified for initial-level certification as a school counselor.

Candidates for school counselor certification ordinarily follow a graduate program leading to the Master's Degree<sup>1</sup>, but it is possible to obtain certification by demonstration of competencies in the designated areas without taking a master's degree. Applicants for master's degree study must follow the application and admission procedures outlined earlier in this quarterly. Those persons desiring certification in school counseling but not wanting the Master's Degree must do the following: (1) qualify for admission to the C.W.S.C. Graduate School, (2) present evidence of satisfactory public or private school experience OR experiential background in a helping profession coupled with the appropriate academic preparation, (3) submit a formal letter of application stating career/educational goals, self-appraisal of qualifications for the program, contributions which the applicant expects to make to the field and a brief philosophy of education, and (4) be recommended by an approved ESA Counselor Consortium OR successfully complete preadmission training and evaluation experiences prescribed by the approved Consortia.

For those persons seeking the Master of Education Degree, the courses listed below are required. For those who desire to meet the certification requirements, without the degree, the courses listed below (with the exception of PSY 700) are recommended as offering the experiences necessary to obtain the needed competencies.

<sup>1</sup>Those persons seeking the MS degree in counseling psychology and school counselor certification should see the preceding section outlining the requirements of the MS program. Course requirements for the MS differ somewhat from those required for the MEd, but the performance criteria for school counselor certification are the same regardless of which degree program the student elects.



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PSYCHOLOGY (continued)

<u>Required Courses:</u>	<u>Credits</u>
Educational Foundations and Research Courses (see page ) (PSY 552, Human Growth and Development, Advanced, is advised .....	9
PSY 444, Tests and Measurements (prerequisite PSY 362, Descriptive Statistics .....	4
PSY 593.1, Practicum in Counseling .....	3
PSY 593.2, Practicum in Counseling .....	9
PSY 593.3, Group Counseling Practicum .....	4
PSY 560, Theories of Counseling .....	4
PSY 561, Group Counseling .....	3
PSY 595, Supervised Field Experience in Counseling .....	3
PSY 599, Seminar .....	3
PSY 684, Counseling Internship .....	5-15
PSY 700, Thesis .....	6
Electives: By Advisement (In order to acquire specialized competencies in secondary counseling, elementary counseling or vocational counseling) .....	4-8

Program. SCHOOL PSYCHOLOGY

Prerequisites for the M.Ed. PSY 205, 300, 301, 309, or 313, 362, 363, 444, and 451 (or approved equivalents).

The State Board of Education Standards for School Psychologists requires the demonstration of competencies as defined by approved consortia. The Central Washington State College-Tacoma Public Schools Consortium in School Psychology has established role areas associated with the practice of school psychology.<sup>1</sup>

The Initial Certificate in School Psychology is recommended by the Consortium Policy Board on demonstration of all the required role competencies. The Continuing Certificate in School Psychology is recommended by the Consortium Board upon the further demonstration of competencies following a period of directed and supervised professional development. This occurs while the applicant is employed by a school district as a school psychologist. A directed program consistent with the role competencies in school psychology at the continuing level is developed by the applicant and the Consortium's Policy Board based on the needs and the inputs of the hiring school district. Primary direct supervision must be provided by qualified staff members of the school district.

<sup>1</sup>The publication Preparation Program for E.S.A. Certification of School Psychologists can be purchased through the C.W.S.C Bookstore.



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PSYCHOLOGY (continued)

Normally, candidates follow the two-year program leading to the Master of Education Degree in School Psychology. For those seeking positions not requiring the degree, it is possible to obtain certification by demonstration of competencies in the designated role areas. For those candidates seeking the degree in School Psychology, the courses listed are required. For those who desire to meet the certification requirements in school psychology without the degree, the courses as listed (with the exception of PSY 700) are recommended as offering the experiences necessary to obtain the needed competencies. The certification program in School Psychology can be included in the MS Program in General Experimental Psychology. Persons interested in one of these expanded degree programs are cautioned that this means more credit hours of work.

Required Courses:

Credits

Educational Foundations and Research Courses (see page )	
(PSY 552, Human Growth and Development, Advanced, is advised .....	9
PSY 449, Abnormal Psychology or PSY 457, Psychology of Exceptional Children .....	4 or 3
PSY 453, Theories of Personality .....	5
*PSY 560, Theories of Counseling .....	4
PSY 564, Individual Testing: Child .....	5
PSY 565, Individual Testing: Adolescent and Adult .....	5
PSY 556, Advanced Evaluative Techniques .....	4
PSY 592, Practicum in School Psychology .....	11 or more
*PSY 593.1, Practicum in Counseling .....	3
PSY 593.2, Practicum in Counseling .....	2 or more
PSY 561, Group Counseling .....	3
PSY 562, Theories of Learning .....	5
PSY 566, Personality Assessment .....	5
PSY 599, Seminar .....	3
PSY 700, Thesis .....	6

Education and special education courses by advisement.

\*PSY 593.1 and PSY 560 are taken concurrently. Successful completion of both is required for acceptance into the school psychology program at the preparatory level.